



National Association for Court Management

Strengthening Court Professionals

COMMUNICATIONS COMMITTEE

Thursday, May 9, 2019 - 4:00 P.M. ET

Chair: Alyce Roberts Vice Chair: Frank Hardester

[Committee Page](#) [Committee Roster](#)

Join from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/430760661>, or
Dial in using your phone: Dial: +1 (312) 757-3121 | Access code: 430-760-661

AGENDA

1. Welcome/Call to Order/Roll Call
2. Corrections (if necessary) and Approval of [April 11 Meeting Minutes](#)
3. Committee Member Spotlight – Matching Faces with Names and Voices



Cherie Lusk

Court Manager

Kitsap County District Court, WA

Cherie Lusk is a court manager for the King County District Court in Washington State and has 27 years of court experience. She oversees the Issaquah courthouse where she facilitated a new case management pilot project. Prior to working for King County, she was project manager for the implementation of a juvenile mental health court and family dependency drug court in Kitsap County, WA. In addition, she managed the Kitsap County Adult Drug Court and authored a grant that was awarded to fund a Veteran's Court. During that time, Ms. Lusk also spearheaded a project for clean and sober housing for women in the community. She is a University of Washington graduate and ICM fellow.



Theresa Ewing

Court Director

Fort Worth Municipal Court, TX

I started my career in the courts in 1989 as a cashier with the City of North Las Vegas Municipal Court in North Las Vegas, Nevada (where I am a native from). I had the amazing opportunity to meet Dan Straub – NCSC, early in my career and credit him (and other amazing mentors along my path) for lighting the fire in me for this profession. Over the course of my 30-year career, I have had the privilege to work in most positions courts have, including front-line staff, courtroom clerk, TAC, IT Director, Court Administrator/Director in four different courts in three different states. I have also taught numerous judicial staff through the years in all three states on varying topics. This breadth of knowledge and experience gives me a unique view of how we are delivering justice in varying ways. As an ICM Fellow (2012) and NACM member since 2007, I have found a tremendous amount of knowledge and passion exists in this group of people. My passion is developing people that have the love and desire to create a judicial system that is accessible and relevant. We must continually strive to create processes and procedures that allow for greater access to the judicial system and meet people where they are.



Melinda Brooks

Deputy Chief Probation Officer
Franklin County Municipal Court, OH

Melinda Brooks graduated from The Ohio State University in 1996 with a Bachelor of Arts in Criminology. During the final two years of her undergraduate studies, she volunteered as an intern with the Franklin County Municipal Court Department of Pretrial and Probation Services. Upon completing her degree, she was hired as a Probation Officer supervising a general caseload. Melinda also has experience with investigation, sex offender, domestic violence, substance abuse and mental health specialized docket caseloads. In 2005, Ms. Brooks was awarded the George Farmer Line Officer of the Year award by the Chief Probation Officer's Association for her exemplary work in the field of community corrections. Promoted to the position of Probation Officer Supervisor in 2007, she managed the Domestic Violence Unit, Victim Assistants, Sex Offender Program, ADAP Probation Officer and CATCH Program Probation Officer. Melinda earned her Master of Science in Criminal Justice with a specialization in Judicial Administration from Michigan State University in 2014. She is a Fellow of the Institute for Court Management, which she completed that same year. She was promoted to her current position of Deputy Chief Probation Officer in 2015. Melinda has been a member of the Ohio Association for Court Administration since 2008, and is a current member of the OACA Education Committee. She recently joined the Education and Communications Committees of the National Association of Court Management and looks forward to getting to know everyone! Melinda and her husband Travis will be celebrating their 25th wedding anniversary in September. They reside in their hometown of Johnstown, Ohio with their two daughters, age 14 and 17. They are active in their community, as Travis is the girls Varsity Soccer coach, and Melinda assists in a variety of booster's organizations to support the girls' activities. Their home seems more like a zoo (or technically a hobby farm) with a basement full of aquariums and with dogs, cats, chickens, goats, ducks and occasionally a few pigs roaming the property. This quiet rural community is a welcome backdrop to Melinda's career with the largest and busiest municipal court in Ohio.



Nitu Gill

Project Manager
Texas Office of Court Administration

Nitu Gill is a Project Manager with the Texas Office of Court Administration. She has been involved with NACM for two years. Nitu enjoys traveling and spending time with her family and friends.

4. Publications Updates
 - a. *Court Manager*, Editor Tasha Ruth
 - b. *Court Express*, Editor Jeffrey Tsunekawa
5. NACM Resource Index Update, Committee Member Dawn Palermo
6. Social Media Update, Social Media Coordinator Kevin Lane
7. Website Update, Website Coordinator Jeffrey Tsunekawa
8. [NACM Store – NACM Guides](#) Descriptions Update, Committee Member Theresa Ewing

9. Podcasts Update, Podcast Host Peter Kiefer and Board Member Charleston Carter
10. NACM 2020 Guide Update, Media Guide Subcommittee Chair Dorothy Howell
11. NACM Webinars Update, Chair Alyce Roberts
12. NACM Public Landing Pages Update, Chair Alyce Roberts
13. Next Meeting: May 9, 2019 at 4:00 ET



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April Minutes for Review / Approval

1. Welcome/Call to Order/Roll Call

Alyce Roberts	Nitu Gill	Andra Motyka
Carlene Redmond	Charleston Carter	Dawn Palermo
Dorothy Howell	Frank Hardester	Janet Reid
Joe Fazari	Kevin Lane	Maria Elena Arvizo-Knight
Peter Kiefer	Phil Knox	Randy Short
Roger Rand	Tina Mattison	T.J. BeMent
Tammy Anton	Theresa Ewing	

2. The committee approved the February 14, 2019 Meeting Minutes.

3. The committee approved the March 14, 2019 Meeting Minutes.

4. Committee Member Spotlight – Matching Faces with Names and Voices



Tammy Anton

Chief of Personnel Services
 Fifteenth Judicial Circuit
 West Palm Beach, FL

I am the Chief of Personnel Services for the Fifteenth Judicial Circuit located in Palm Beach County, Florida. I have been with Court Administration for a little over 4 years. My role is to develop and execute the human resources strategy, in support of the overall business plan and strategic direction of the courts. The specific areas I manage are talent management, change management, performance management, training and development, and compensation.

I have been a member of NACM for a couple of years.

My husband and I moved into a smaller home recently, so my favorite pastime is purging things we thought we needed, and things we have not used for several years. It is definitely very liberating.

I enjoy spending time with my husband, our three four-legged children, family and friends.



Tasha Ruth

Case Management Section Manager
Supreme Court of Ohio

Tasha Ruth is the manager of the Case Management Section with the Supreme Court of Ohio. The Case Management Section provides a wide range of integrated resources and support to help Ohio's judges and court staff enhance their ability to deliver high quality judicial services in a timely manner.

Prior to joining the Supreme Court of Ohio, Tasha served as a staff attorney with the Franklin County Public Defender's Office, which provides legal representation to indigent defendants in the criminal court system. While there, she was a strong advocate for clients suffering from mental illness and drug addiction and an active supporter of the specialty dockets.

*She currently serves as the editor of the National Association for Court Management's quarterly magazine, *Court Manager*. Tasha is a member of the National Association for Court Management, the Ohio State Bar Association, Ohio Association for Court Administration, and the Ohio Jury Management Association.*

Tasha is a graduate of the Ohio State University and Capital University Law School.

5. Publications Updates

a. *Court Manager*, Alyce on behalf of Editor Tasha Ruth

Alyce thanked all who contributed or asked people to contribute articles for the upcoming issue of the *Court Manager*. Alyce shared that Tasha reported that NACM has the largest number of articles on hand to date and they are great.

Alyce asked that members continue to solicit articles as the next copy deadline is June 28. All topics are welcome. If you want to show off something your court or state is doing, submitting an article provides a good opportunity to do so.

b. *Court Express*, Alyce on behalf of Editor Jeffrey Tsunekawa

The next edition of the *Court Express* is scheduled to be sent out on May 23; copy is due to Jeffrey by May 3.

6. NACM Resource Index, Committee Member Dawn Palermo

Dawn shared that NACM is putting together a resource document that lists all of NACM's various resources categorized by subject, including *Court Manager* articles, CORE materials, webinars, podcasts, guides, etc. Dawn asked for volunteers to help look up authors' names and watch video recordings to identify the topic, presenters, and the recording date.

Dawn shared that the framework for collecting and entering this information is in place.

The ultimate goal is to create a single repository where members can search available resources on a topic of interest.

T.J. is working with Website Coordinator Jeffrey Tsunekawa to identify a search mechanism that will be available on NACM's website in the members' only section. Once a member finds a resource of interest, he or she will be able to click on a link to access the content.

Roger, Andra, and Phil volunteered to help. Phil noted that he might have a master list of all the articles with the authors in it.

T.J. said that he and Dawn would make it as easy as possible for folks to help.

7. Social Media Update, Social Media Coordinator Kevin Lane

Kevin reports that the board considered and approved the committee's proposed social media policy and guidelines.

Kevin also reported that NACM has created a generic email account (not person-specific) for use when posting to NACM's social media platforms. The creation of this generic account has made it possible to use Buffer, a social media management platform, to simultaneously post to multiple social media accounts at the same time. Kevin noted that the feature is working well and he and others are happy with it.

Frank pointed out that the free Buffer account limits the number of social media accounts to which one can post and asked if NACM should pursue a paid account since it has recently created an Instagram account.

Kevin said he is not sure if a paid account is necessary because Twitter limits the number of characters allowed in a post and thus if he tries to post simultaneously to Twitter, Facebook, and LinkedIn, he often has to modify the post for Twitter. The same issue may also be true for Instagram since it is more picture-oriented than content-oriented.

Frank shared that his court works around the character limitation by overlaying desired text on the image to be posted and taking a picture (or screen shot) of that and posting the new image.

8. Website Update, Website Coordinator Jeffrey Tsunekawa

Jeffrey shared that the new Career Opportunities page is getting a lot of attention and asked that members please share this page with local HR departments and your state AOCs. Jeffrey also reported that NACM's podcast page is live.

9. [NACM Store – NACM Guides' Descriptions](#) Update, Committee Member Theresa Ewing

Theresa reported that she would have draft descriptions for each of the guides in NACM's store to Jeffrey next week.

10. Podcasts Update, Podcast Host Peter Kiefer and Board Member Charleston Carter

Peter shared that a lot of work has been done on producing podcasts. He noted that the *Hurricane Florence* and *Artificial Intelligence* podcasts have been posted with 232 listeners to day. He reported that he just finished editing the Alaska Earthquake podcast that is due for release on next Thursday. A podcast on Blockchain is ready to go and will be available in May and a second podcast about Artificial Intelligence with Abhijeet Chavan will be available in June. Peter shared that he is in the planning stage of working with

Judge Kerry Hyatt to do a podcast on drug courts and he is working with a couple folks for potential podcasts on courts being hacked. Specifically, Jeffrey Hall in Deschutes and two courts in Georgia. He has also started working on a podcast on the Institute for the Advancement of the American Legal System's civil disaster recovery court orders. During the last Early Career Professional's meeting, Peter asked Angie VanSchoick to put out a request for ECP folks to do the audio on a 30-second outreach. In the middle of every podcast there is a 30-second outreach encouraging folks to become a NACM member, attend NACM conferences, etc. Peter is working with Alyce, Charleston, and Angie on a live video cast for the annual conference.

Andra asked about the process for recording the podcasts and who creates the questions.

Peter reported that it is an interactive process. The point is to bring as much information about the topic as possible. Peter drafts the questions and schedules and organizational meeting with the podcast guests who are then able to suggest additional questions or edits to the questions. The point is that this is not an ambush interview. We want the guests to be prepared for the types of questions that are going to be asked.

Peter invited folks to submit additional questions anyone may have about the podcasts.

Alyce asked if Peter could use some help developing questions for future podcasts and Peter confirmed that he would welcome assistance from others. This is a great volunteer opportunity for folks who are well familiar with a topic that might be of interest to our membership. Please contact Peter or Charleston with suggestions for future podcast topics and let one of them know if you are willing to assist with question development or are possibly interested in co-hosting a podcast.

11. NACM 2020 Guide Update, Media Guide Subcommittee Chair Dorothy Howell

Dorothy shared that the committee's first meeting is scheduled for tomorrow and that the committee has several members representing several states.

Frank noted that one of the greatest challenges was finding a date and time that worked for all committee members.

12. NACM Webinars, Chair Alyce Roberts

Alyce shared that NACM's first sponsored webinar is scheduled for Wednesday, May 15 at 2:00 ET. Alyce continues efforts to find COSCA representatives to present a webinar on COSCA's rural justice white paper. She also contacted Janet Cornell to see if Janet would be interested in doing a webinar on Process Improvement with a focus on technology-related projects.

13. Annual Summary of NACM Content, Vice President T.J. BeMent

T.J. shared that one of the projects that came out of the board's strategic planning sessions as NACM tries to add value to NACM membership was to create a list of all the things that NACM does in a given year. For example, NACM published x amount of *Court*

Manager articles; y amount of webinars; recorded z videos from conferences, etc.

Members and state associations can then use this document to share the value of NACM membership with their contacts. Noting that this builds off the concept that members put a lot of effort and brainpower in producing NACM resources and we need to ensure that others know about these resources.

14. Reminder: Board Candidacy

- Self-Declaration of Candidacy is due by midnight, **May 1, 2019** ([Declaration Form](#))
- Nominations for Candidates are due by midnight, **April 15, 2019** ([Nomination Form](#))

15. Next Meeting: May 9, 2019 at 4:00 ET